# Introduction to DMPonline for Supervisors

Writing a data management plan (DMP) can help ensure your data is easier to store, find, and understand. The University Postgraduate Research Committee require all PGRs from 2019/20 to have a DMP before their confirmation review. To support this the Library is providing access to DMPonline, a tool with templates and guidance from the University and major funders to make writing a DMP easier for students and staff.

## Create an account
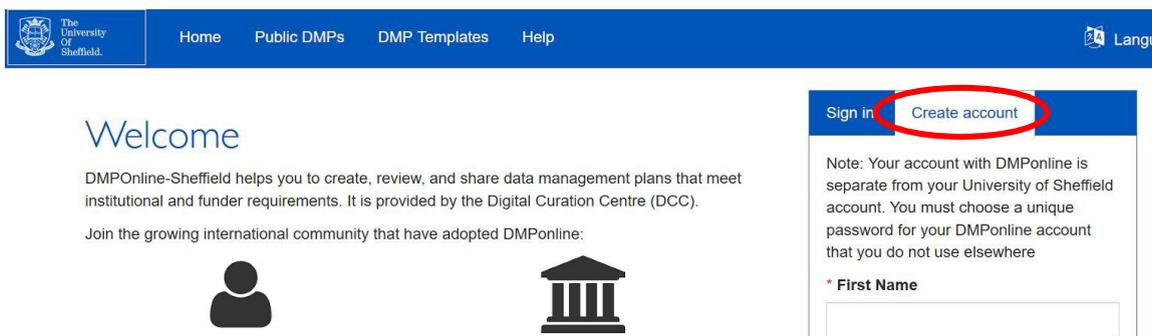


1. Go to dmponline.sheffield.ac.uk.
2. Click on 'Create account' tab on the right-hand side.
3. Fill in your details, including a unique password you do not use elsewhere.
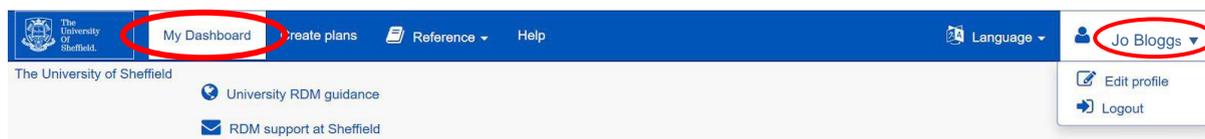
## My Dashboard



- Create plans – Create a data management plan using one of the University's PGR templates or one specific to a funder.
- My Dashboard – Links to previous plans you have created or which have been shared with you.
- In the top right of the screen is a drop-down menu where you can edit your profile (including notification settings) and log out.

# Accessing students' plans

Supervisors should review their students' data management plans to ensure that they are feasible and appropriate. Once a student has created a plan in DMPonline, ask them to make you a 'co-owner' so that you can view their plan and make comments.

In the plan's 'Share' tab, the student should enter your email address under 'Invite collaborators', then select 'Co-owner' and click 'Submit'.

If you would like Library feedback on a student's data management plan, you can select 'Request expert feedback' in the same tab and a librarian will review the plan.

## Commenting on students' plans

Once you have been made a 'co-owner' of a data management plan, you can add comments on each section, to provide feedback, ask questions and make suggestions.

To comment on a plan, select it from your DMPonline dashboard and click on the 'Write Plan' tab. Each section can be expanded and feedback added using the 'Comment' function on the right. The 'Download' tab can also be used to download the plan in various formats.

## Ongoing Support

The Library runs DDP sessions on 'Looking after your Research Data', which introduce good data management and give students the opportunity to draft their DMP with support from Library staff.

Advice is available on the Research Data Management website and via rdm@sheffield.ac.uk.